

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Army National Guard

Announcement Number:	12-034
Date of announcement:	01 May 2012
Closing Date:	30 May 2012 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Personnel Service SGT
Duty Location:	Carson City, Nevada
Unit/UIC/Para/ Line Number:	JFHQ G1, W8AQAA
Area of Consideration:	Statewide* ; Current members of the Nevada Army National Guard
Grade:	Enlisted, Min E-4/SPC-Max E-5/SGT
MOS:	42A Preferred but not required must be eligible to become 42A qualified and complete MOSQ within 1 year from hire date.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Schinzing at (775) 887-7388/DSN 530-7388 benjamin.schinzing@us.army.mil
Unit Point of Contact:	SGM Rogers at (775) 887-7359 DSN 530-7359 mark.desmond.rogers@us.army.mil
NOTE: *Statewide means: Only current members of the Nevada Army National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	

12-034

HOW TO APPLY:

**INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST
WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO
BINDERS OR STAPLES PLEASE!**

1. Initial NGB Form 34-1, dated 201011, must be complete with signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Biographical Sketch, IAW NGR 600-200 <http://www.nv.ngb.army.mil/hro/forms/BioSketch.tif>
3. Initial Physical:
 - Current MEDPROS printout within 30 days of application (Available on AKO) <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record). Used for verification of PHA completion within 1 year from application date and verification of HIV testing within 2 years from application date. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles.
 - Must present a medically certified Negative Pregnancy Test prior to accession into the AGR Program (Females only)
4. Initial Memorandum through unit Commander or authorized representative stating height/weight. Memorandum must be within 30 days of closing date and applicant must be compliance with Army Standards IAW AR 600-9.
5. initial Photograph:
 - Official Military Photo in Class A, Army Service Uniform or Dress Blues preferred. Photo in Army Combat Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
6. Initial Last five NCOERs/OERs. Performance counseling acceptable if Soldier has no NCOERs. Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of NCOERs/OERs (may apply to newly promoted E-5s and newly appointed commissioned officers).
7. Initial Copy of DA Form 705 (APFT) for past three years.
 - **Must have successfully completed and passed most recent APFT within 12 months.** Ensure DA Form 705 states, “FOR RECORD GO”. Submit memo to President of the Board explaining why you do not have three years of APFT records (if applicable).

8. Initial Retirement Points History Statement (RPAS).
9. Initial Personnel Qualification Record (PQR).
10. Initial Current security clearance, JPAS printout **or** memo from security manager- must have NACLC Secret or be eligible to obtain Secret.
11. Initial Any supporting documentation to reflect experience, training for the advertised position to include letters of recommendation or civilian degrees.
12. Initial All DD Form 214 (s), DD Form 215 (s) and NGB Form 22 (s) covering any active duty period **(copy must include bottom portion that identifies SPD Code). DD 214 SERVICE -4 will have SPD Code.**
13. Initial Copy of documentation showing military education completed for: MOS, NCOES and OES (Office Educations System) (i.e. 1059's).
14. Initial **Applicants email address:**_____ You will be contacted by email or phone for interviews.

Applications without all required supporting documents will be returned without consideration. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:
Nevada Military Department,
ATTN: HRO AGR Branch NGNV-HR-AG,
2460 Fairview Drive, Carson City Nevada 89701-5502.

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

The Domain Administrator role in iPERMS is designed to permit the user document management functions on behalf of the domain in area like Case Management, Case Reports, Audit Reports, Batch Reports, and Manage Documents.

Major duties: The personnel administration specialist performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion St's or in other similar organizations, activities and units; and advises the commander, the staff, and unit soldiers on personnel matters, Duties for MOS 42A at each level of skill are:

(1) Skill Level 1. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for soldiers on local promotion standing lists. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty

and travel, personnel processing, personnel Security Clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, legal, meal cards, training soldier support file, and unit administration.

Prepares SIDPERS input and control data, generates SIDPERS input that applies to unit level, reads interprets, and reconciles SIDPERS generated reports pertinent to unit level, determines reportable changes, category, duty status codes, and other documentation required for SIDPERS transactions. Prepares personnel accounting and strength management. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts, Requisitions and maintains office supplies, blank forms, and publications. Types military and nonmilitary correspondence in draft and final copy. Prepares and maintains functional files per ARIMS. Prepares reports on strength levels and status of personnel.

Evaluates personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Processes centralized and decentralized promotions and reduction actions. Processes classification/reclassification actions. Prepares orders and request for orders. Prepares and maintains officer and enlisted personnel records. Prepares and reviews personnel casualty documents. Monitors suspense actions. Initiates, monitors, processes personnel evaluations. Transfers records. Processes personnel for separation and retirement. Processes and executes Personnel Service Center SIDPERS level procedures and actions. Processes applications for OCS, warrant officer flight training, or other training. Processes recommendations for awards and decorations, Processes bars to reenlistment, suspension of favorable personnel actions. Initiates action for pass ports and visas.

Processes requests and prepares identification tags and cards. Monitors appointment of line of duty, survivor assistance, and summary court officers, Processes line of duty investigations. Prepares letters of sympathy to next of kin. Types correspondence and forms in draft and final copy. Posts changes to Army regulations and other publications. Prepares and maintains functional files per ARIMS. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts,

(2) Skill Level 2. Performs duties shown at preceding skill level and provides technical guidance to subordinate soldiers in accomplishment of these duties.

(3) Skill Level 3. Performs duties of and supervises the functions of the preceding skill levels, Supervises specific personnel functions in a small personnel office, Battalion SI and personnel services support activity. Advises commanders on soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Reviews cyclic and other reports to assess systems performance. Maintains liaison with servicing data processing facility and field managers of interfaced systems

MOS QUALIFICATION REQUIREMENTS:

Must possess MOS 42A or be eligible to become 42A. Must be able to obtain Secret Security Clearance. Must complete MOSQ and all other required training within 12 months from hire date. Failure to complete formal training within 12 months will result in removal from the AGR program.

Enlisted personnel who do not possess the MOS may be considered for retraining if they are eligible for entry into the required MOS and meet all other requirements under AR 611-21 (See Below). Applicants without the required MOS, if selected, must agree in writing to attend 42A school within 6 months of hire date and obtain the required MOS within 12 months. Failure to successfully complete training within 12 months or complete formal training may cause immediate removal from AGR status.

ADDITIONAL REQUIREMENTS:

Physical demands rating and qualifications for initial award of MOS.

(1) A [physical demands rating](#) – moderately heavy.

(2) A [physical profile](#), of 323222.

(3) A [minimum score](#), of 90 in aptitude area CL.

(4) Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10, 601-280, and AR 135-18 as applicable.

(5) Be a high school graduate with diploma; or have one year college with a high school GED with no waiver.

(6) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

MINIMUM ELIGIBILITY CRITERIA:

Individuals who have been involuntarily separated from the AGR program or Full Time National Guard Duty are not eligible to reenter the program. Must meet medical standards prescribed by AR 40-501 chapter 3. You will be required to complete a physical exam if you do not have a current one within the last two years. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB approved waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Members must remain in the position in which initially assigned for a minimum of 18 months. The initial tour length is three years. Failure to become MOSQ within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of MOS in accordance with AR 611-21 and NGR 600-200. Must meet Army Physical Fitness standards and height and weight standards as prescribed by AR 350-1 and AR 600-9. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See AR 135-18, 1 Nov 2004, Table 2-1, Qualifications for entry in the AGR Program for eligibility requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.